

OFFICE OF PROCUREMENT



American Samoa Government

REQUEST FOR PROPOSALS (RFP)

RFP NO:

Date and Time due:

Date of Issuance:

Not later than 14:00 local time June 7, 2004

To be received at:

Office of Procurement
American Samoa Government
Pago Pago, American Samoa 96799
TEL: (684) 699-1170

THE AMERICAN SAMOA GOVERNMENT (ASG) ISSUES A REQUEST FOR PROPOSALS FOR:

SCIENCE COORDINATION FOR FAGATELE BAY NATIONAL MARINE SANCTUARY.

MONITORING AND SCIENCE COORDINATION AND ACTIVITIES TO AUGMENT AND FACILITATE RESOURCE MANAGEMENT THE NATIONAL MARINE SANCTUARY. THE INDIVIDUAL MUST PROVIDE SEVERAL DOCUMENTS AS SPECIFIED IN THE RFP.

FOR MORE INFORMATION ABOUT THIS RFP WRITE OR CALL:

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This Request for Proposals (RFP) describes the specifications for the services to be provided in sufficient detail to permit full and open competition and to allow the offerer to properly respond to the RFP.

This RFP is issued under the authority of the American Samoa Procurement Act of 1983 and the Procurement Rules promulgated there from. Where there is a discrepancy between the Provisions of the Act and Rules, the Law shall have precedence over the rules.

GENERAL SCOPE OF WORK

The successful offerer, as an independent contractor and not as an agent of the American Samoa Government (ASG), shall furnish the necessary insurance, licenses, and otherwise do all things necessary to perform the work and services called for on a firm fixed price basis beginning no later than June 30, 2004. Office space, equipment, work transportation, including a boat, medical care, travel as it relates to the position, and a budget for equipment, land and boat transportation, and supplies will be furnished by ASG's Department of Commerce Fagatele Bay National Marine Sanctuary. The offerer should include in his or her proposal funding to cover housing and relocation expenses.

BACKGROUND INFORMATION

American Samoa is a US Territory located in the South Pacific, approximately 2,600 miles southwest of Hawai'i. It is the southernmost of all US possessions, and the only US jurisdiction the South Pacific. It comprises seven islands (five volcanic islands and two coral atolls). Fagatele Bay National Marine Sanctuary (FBNMS) is co-managed by the American Samoa Government with the National Oceanic and Atmospheric Administration's National Marine Sanctuary Program.

Fagatele Bay is located on the island of Tutuila, and offices for the Sanctuary reside in the village of Utulei/Fagatogo. The Sanctuary itself is located approximately 10 miles west of Pago Pago Harbor, and is accessible only by boat or foot. Details of the Sanctuary management can be found at: www.fagatelebay.nos.noaa.gov. Currently there is no dedicated science or monitoring personnel. The Sanctuary staff work closely with other local government agencies, and all the agencies with coral reef concerns or mandates sit on the Governor's Coral Reef Advisory Group (CRAG). Collaboration among these agencies is a vital part of the island's environmental management strategy.

American Samoa's limited coral reefs are threatened by expanding population growth, overfishing, and coral reef habitat destruction. National Marine Sanctuary coral ecosystem management deals with population pressure, land use, overfishing, global climate change, and monitoring which require the following tasks;

- (1) conduct of routine monitoring, research and analysis;
- (2) the forecast of future trends;
- (3) assessment of environmental impacts caused by project proposals;

- (4) development of strategies, projects and schedules for the Sanctuary monitoring and research program;
- (5) preparation of documents, studies or plans for the protection of marine resources, economic and community impacts, and environmental planning as relates to the Sanctuary;
- (6) translation of the science for the understanding of the local population, to ensure their support and understanding of the Sanctuary's management measures.
- (7) Collaboration with local agencies and their science staff, the Coral Reef Advisory Group (CRAG), and visiting researchers.

GENERAL DESCRIPTION OF SERVICES TO BE PROVIDED:

The contractor will be expected to complete science coordination services for the Fagatele Bay National Marine Sanctuary and the American Samoa Department of Commerce.

Required tasks also include:

- Develop coral reef monitoring plan after consultation with National Marine Sanctuary Program and CRAG monitoring group;
- At least one year's physical collection of monitoring data;
- Proper handling and care of any collected samples, and prompt analysis;
- Develop evaluation criteria for the Sanctuary's science programs;
- Coordinate monitoring efforts with various agencies or other bodies as they relate to FBNMS science endeavors;
- Input information gathered into a database for tracking and interpretation, and eventually into a geographical information system (GIS experience preferred);
- The Coordinator may manage the Territory's monitoring database, in collaboration with CRAG, in addition to the Sanctuary's database;
- Produce annual status and trends reports on the program;
- Attend CRAG meetings in a supporting capacity to the group;
- Help promote awareness of threats to coral reefs in American Samoa and the Pacific by working with the Sanctuary's education and outreach staff;
- Maintain and operate Sanctuary boat (boat driving experience preferred);
- Finalize and implement a marine safety plan for the Territory in collaboration with other agencies;
- Hold routine safety inspections and drills;
- Maintain Sanctuary's dive locker;
- Supervise staff or interns assigned to assist;
- The successful applicant may conduct research if it 1) does not impact other duties, 2) is approved by the Sanctuary Manager, and 3) will fulfill a research need for the Sanctuary and/or the Territory.
- FBNMS may ask the Science Coordinator to take on other suitable related tasks as they arise in the future.

Please Note: A Scope of Work must be developed to address how to complete each of the items listed above with a time schedule. Quarterly reporting is required. Final report will require an evaluation and recommendations for the Sanctuary's science program.

PROPOSED TIME SCHEDULE

Schedule for completion of the work is as follows:

Receive Proposals	June 7, 2004
Selection of Contractor	June 15, 2004
Contract Negotiation	June 18, 2004
Execute contract/Notice to Proceed	June 30, 2004

PLACE OF DELIVERY

U.S Territory of American Samoa

TYPE OF CONTRACT

Services provided by the successful offerer will be under a negotiated firm fixed price contract agreement.

DATE/TIME/PLACE/OF SUBMISSION AND PROPOSAL OPENING

Each offerer must submit their proposal in a sealed envelope addressed to the Chief Procurement Officer. An original and five (5) copies of the offerer's proposal must be received in the Office Of Procurement no later than 2:00 PM local time on June 7, 2004. Proposals received late are not acceptable. Late submittals will not be opened or considered and will be determined as non-responsive. All offerers shall provide sufficient written and verifiable information that responds to the specifications as requested.

CONDITIONS

This Request for Proposals (RFP) does not commit the ASG to award a contract or to pay any cost incurred in the preparation of a proposal.

The Chief Procurement Officer is the only individual who can act on behalf of the American Samoa Government for the expenditure of funds.

The American Samoa Government reserves the right to:

1. Reject all proposals and re-issue an amended RFP
2. Request additional information from any offerer submitting a proposal.
3. Negotiate a contract with the firm selected for award.
4. Waive any non-material violations of rules set up in this RFP.

BASIS FOR SELECTION/CRITERIA

Selection for contract award is contingent on the price that is most advantageous to the American Samoa Government and that the offerer has met all the technical requirements set forth and contained in the Request for Proposals.

Proposals shall be reviewed and evaluated by the Source Evaluation Board (SEB), which will be selected by the CPO with nomination recommendations from DOC. Proposals shall be used only by these individuals and the Chief Procurement Officer in the evaluation. No information contained in the submitted proposals shall be disclosed to the public until after the contract award is executed.

Proposals shall be protected so as to avoid disclosure of contents to competing offerers. The results of the evaluation shall be documented and a determination shall be made by SEB of those responsible offerers whose proposals considered eligible for being selected. The determination shall be included in the contract file.

Discussions shall be conducted by SEB with those responsible offerers whose proposals are determined to have a reasonable chance of being selected for award. These discussions shall be conducted for the purpose of obtaining clarification from the offerer on its proposal to ensure full understanding of, and responsiveness to, the RFP requirements. Discussions shall be conducted individually with each offerer and care shall be exercised to ensure that no information derived from competing offerers proposals is disclosed. All offerers with whom discussions are conducted shall be accorded the same time period to revise their proposals and submit a best and final offer based on the discussions.

The results of the evaluation will be documented and a written recommendation by SEB will be sent to the Chief Procurement Officer (CPO). The CPO will be guided in the selection by the recommendation of SEB. The CPO will make the final determination of which proposal is the most advantageous to the ASG.

PREPARATION INSTRUCTIONS

The Proposal must contain three (3) parts. Please prepare your proposals in detail accordingly. Points indicated are the total number that can be achieved for each respective part.

1. **TECHNICAL:** Offerer must describe the approach in addressing the scope of work. This is to include delineation of specific tasks to be undertaken in addition to related objectives and goals. (40 points)
2. **PRIOR RELATED EXPERIENCE:** A description of the individual's related experience, background, and credentials. This part should include a dossier of personnel qualifications. Offerer should be able to provide references and a history of at least four years of related experience. Scuba diving experience is required and must be documented; boat driving experience is preferred and should be documented. (30 points)
3. **CONTRACT PRICE:** Offerer's price for services. (30 points)

EVALUATION CRITERIA

Offerers' proposals will be evaluated and ranked by the SEB by the following point system:

1. Technical	0-40 pts
2. Experience	0-30 pts
3. Contract Price	0-30 pts
TOTAL	100 pts (best possible score)

APPROVED FOR ISSUE:

Chief Procurement Officer

Date